

MEMORANDUM FOR: Deputy Director for Science & Technology

SUBJECT: Your Re-Decorated Quarters

1. Your quarters have just been newly re-decorated in keeping with the newly approved design for the decoration of the building. We are pleased that the job is done and hope that the re-decoration will provide a pleasing atmosphere for your staff and contribute to the effective functioning of your office.

2. We also hope that your staff will take pride in maintaining the environment by keeping the rooms neat and clean and protecting the newly painted surfaces. Your assistance will greatly aid efforts in keeping the quarters attractive, inasmuch as there are a limited number of personnel available for cleaning and maintenance.

3. Here are some specific suggestions that will help all of us in maintaining our facilities:

- a. Do not scotch-tape signs and pictures to walls.
- b. Wrap luncheon refuse in a newspaper before placing it in a waste can.
- c. Clean the tops and sides of desks and safes with metal and wood furniture polish available at the Supply Room. Metal partitions can also be cleaned with this polish.
- d. Polish wooden surface furniture regularly with polish available at Supply Room.
- e. Exercise care in carrying coffee and cokes to avoid spilling and staining the floor.

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f. Painted walls may be spot cleaned with plain white soap or "Bluko."

L. K. White
Deputy Director
for Support